

MICHIGAN COSMETOLOGY ESTABLISHMENT LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a cosmetology establishment license.)

APPLICATION AND FEES

- ☐ Online Application for a Cosmetology Establishment License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card) Cosmetology Establishment \$75.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Certify all licensure requirements have been fulfilled except for the inspection pursuant to MCL 339.1204(1)(c), of the Occupational Code, Act 299 of 1980.
- ☐ Provide the days and hours of operation of the cosmetology establishment.
- ☐ Provide date in which premises will be ready for inspection.
- ☐ Submit a drawing or diagram of the proposed establishment. Label and identify all designated work areas, including styling stations, manicuring stations, skin care stations, areas designated for each service offered, along with the drinking water source. Show all walls, doors, and indicate any connecting rooms or businesses.
- ☐ The cosmetology establishment shall be under the daily attendance and supervision of a licensed cosmetologist who is not less than 18 years of age and has had not less than 1 year's practical experience in cosmetology.
- ☐ Indicate cosmetology services to be rendered. (hair care, manicuring/nails, skin care services, electrolysis, natural hair cultivation). A limited cosmetology establishment license may be issued to a person who seeks to perform only 1 or more services of cosmetology on the premises. Cosmetology establishment licenses are not issued for natural hair cultivation only.
- ☐ Indicate if an ownership or location change. The transfer of ownership or location of a cosmetology establishment voids the license. The filing of a new license application is a predicate to the change in ownership or location of an establishment.
- ☐ Business is not permitted to be conducted in the cosmetology establishment until after an inspection has occurred and the license has been issued.

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ADDITIONAL REQUIREMENTS FOR COSMETOLOGY ESTABLISHMENTS CONDUCTING AN APPRENTICESHIP PROGRAM

- ☐ Online Application for Apprenticeship Program Permit- Can be completed by visiting www.michigan.gov/miplus
- ☐ Apprenticeship Program Fee: \$25.00 (Must be paid by credit or debit card)
- ☐ Require that an apprentice be in attendance not more than 7 hours per day or not more than 40 hours per week.
- ☐ Keep a daily record of attendance of each apprentice, a copy of which shall be submitted to the department monthly at www.michigan.gov/miplus. Establish grades and require an apprentice to pass an examination before certifying to the department that an individual has completed training.
- ☐ Permit a cosmetology apprentice to practice on the public only after completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours. An apprentice in a natural hair cultivation, manicuring, skin care, or electrology curriculum may practice on the public only after completing at least 1/4 of the hours required by the applicable curriculum, including both theory and practical hours.
- ☐ A cosmetology establishment which has successfully trained 1 apprentice is eligible to train additional apprentices except that a cosmetology establishment shall not have more than 2 apprentices at the same time.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Cosmetology Establishment Renewal – Can be completed by visiting www.michigan.gov/miplus
- ☐ Renewal Application Fee: \$50.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- ☐ Renewal Cycle 2 years
- ☐ Accept Renewal Attestation

HELPFUL RESOURCES AND FORMS

- ☐ By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- ☐ Occupational Code
- ☐ Administrative Rules for Cosmetology
- ☐ Cosmetology Establishment Inspection Requirements

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